



TO: "Name of County Commission"
"Street Address"
"PO Box Address"
"City, State, Zip Code"

FROM: "Name of County Director"

DATE: DATE

RE: County Budget for "DATE(fiscal, calendar, federal fiscal-put actual date frame)"

1. The "Name of County Commission" has approved your County Budget for "DATE(fiscal, calendar, federal fiscal-put actual date frame)" in the amount of "enter amount received".

2. The expending of these funds is to be adhered to as follows (pick one):

_____ Funds may be expended at the Discretion of the DFCS County Board of Directors and the County Directors as follows:

County expenditures in the amount of "CD max approval amount" or less may be approved by the County Director only.

County expenditures in the amount of "CD max approval amount" or more require approval by the County Director and DFCS Board. NOTE: For expenditures in this category, a copy of the Board Meeting minutes approving this expenditure must be attached to the invoice to authorize payment.

_____ Funds are to be expended based on the attached line item budget (attached)

NOTE: If your Commission requires that you be specific on each type of expenditure, you would want to include that information in your budget.

3. The "Name of County Commission" will issue funds to "Name of County DFCS" as follows:

_____ Funds will be issued to reimburse expenditures at the end of each month (requisition should be completed and mailed for reimbursement)

_____ DFCS will receive "enter dollar amount" in advance each "month or quarter"

4. Any advanced county funds left over at the end of the "DATE(ending date of budget year)" are to be disposed of as follows (pick one):

_____ Funds are to be returned to the County Commission

_____ Funds are to be retained in the Cash Advance Account and used to supplement future year's county budgets

_____ Funds are to be retained in Fund Balance and be used upon request and approval from the **DFCS Board** for special projects

5. In the event there is a deficit at the end of the County's Budget Cycle, they will be handled as follows:

_____ The County Commission will issue additional funds to cover the deficit

_____ The County Commission grants the use of Fund Balance (prior year remaining county funds) to cover the deficit

6. So that the DFCS Board can monitor their County Budget, DFCS will provide a monthly expenditure report by category.

7. DFCS County offices will provide an updated copy of the Foster Care Guidelines to Regional Accounting at the beginning of each fiscal year.

County Commission Signature/Date

DFCS Board Chairman Signature/Date

DFCS County Director Signature/Date

